



CITY OF MIAMI BEACH

ANNOUNCEMENT OF UNCLASSIFIED POSITION



HOUSING & COMMUNITY DEVELOPMENT DIVISION DIRECTOR

\$64,079.05 - \$103,495.61 ANNUALLY

NATURE OF WORK: This is a highly responsible professional managerial work involving supervising, planning, and directing activities of the Housing and Community Development Division of the Neighborhood Services Department. Emphasis of the work is on directing technical administrative and clerical staff in the implementation of Housing and Community Development activities

DESCRIPTION OF DUTIES: Manages, supervises, and coordinates the development of citywide and neighborhood community development plans and strategies, and monitors contracted agencies engaged in community development activities. Directs the compilation and presentation of comprehensive citywide and neighborhood plans, strategies and policies to be implemented wholly or in part through the Community Development Block Grant Program (CDBG). Implements neighborhood strategies and plans in compliance with funding source requirements. Supervises and directs housing and community development staff, develops job specifications, interviews and hires staff, and performs employee evaluations. Plans, develops, and coordinates all aspects of federal CDBG, ESG and HOME Programs, and state SHIP Program. Prepares federal and state documents, including: the City's Consolidated Plan for Federal Funds, the One-Year Action Plan, the SHIP Plan, Citizen Participation Plan, RFPs and NOFAs. Implements the provisions of the Fair Housing Act to affirmatively further Fair Housing. Prepares sub-recipient contracts for federal and state funds. Serves as liaison to the Community Development Advisory Committee. Serves as liaison to the Housing Authority of the city of Miami Beach, negotiates Interlocal Agreement. Prepares annual operating budget for division. Coordinates the preparation of end of year federal and state reports. Performs related work as required.

MINIMUM REQUIREMENTS: Graduation from an accredited college or university with a Bachelor's or Master's Degree with major course work in public or business administration, economic development, planning, urban studies, development or other areas of desired specialization and experience in the planning, coordination, and implementation of assisted housing programs and/or community and economic development activities. Six years of progressively responsible professional experience in the administration, planning, financing or development of community improvement and revitalization programs to include the development of affordable housing are required. Experience can substitute for education on a year-for-year basis.

DESIRES: Strong knowledge and/or experience in housing rehabilitation or related field.

Send **2** detailed resumes
by mail or email resume
by close date to:

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139
Email: jobs@miamibeachfl.gov

CLASS NO: **3310**
UC NO: **0549UO**

NO FAX ACCEPTED

ATTN: HUD – ANN

EOE/AA/ADA/VET PREF